

## CHAPTER XXIV.

## STANDARD AND DESTANDARDIZED FORMS AND STANDARD ENVELOPES.

319. *Printing by the Yeravda Prison Press.*—The work of the Yeravda Prison Press is almost entirely limited to the printing and stocking of standard and destandardized forms and envelopes. Standard and destandardized forms are printed and supplied with special reference to the orders in Government Resolution, Judicial Department, No. 8, dated 4th January 1909, and Government Resolution, General Department, No. 700, dated 25th January 1914.

320. *Maintenance of the printed catalogue and preparation of indents.*—A complete printed catalogue showing standard and destandardized forms and envelopes stocked and supplied by the Yeravda Prison Press is supplied to each indenting officer. The catalogue which is periodically revised shows the several forms by different departments of Government and the indenting officers shall abstract therefrom whatever forms are required and note them carefully in the revised indent form for submission to the Manager, Yeravda Prison Press, through the Superintendent, Government Printing and Stationery.

321. *Additions to, alterations in, or cancellations of the existing forms.*—The catalogue should be kept up-to-date by each indenting officer adding thereto or deleting therefrom any forms subsequently standardized or old forms abolished from time to time, in accordance with the orders of Government or instructions from the heads of departments, as required by Government Resolution, General Department, No. 927, dated 9th June 1922. No new form or envelope which is not sanctioned by Government shall be added to the catalogue.

322. *Submission of indents by officers entitled to a free supply.*—Indents for free supply of forms from officers of the Government of Bombay and other local bodies who are entitled to a free supply of such forms, should be prepared on the printed form supplied by the Yeravda Prison Press and forwarded through the Superintendent, Government Printing and Stationery, Bombay, so as to reach the press in the prescribed months as shown in the printed catalogue. No indent on the press shall be accepted unless the indenting officer has a model indent as sanctioned by his controlling officer on the file of the Superintendent, Government Printing and Stationery, Bombay.

323. *Submission of indents for a supply on payment.*—Officers of the commercial undertakings of the Government of Bombay should send their indents through the Superintendent, Government Printing and Stationery, Bombay, whereas indents from other institutions which pay for the forms need not be sent through that officer.

324. *Indents from officers of the Central Government.*—Indents from officers of the Central Government need not be sent through the Superintendent, Government Printing and Stationery, Bombay, but should be

forwarded through the Deputy Controller, Printing and Stationery, New Delhi, whose previous sanction is necessary for such supplies from the presses of the Provincial Government.

325. *Annual and supplementary indents.*—No requisition other than the annual indent can be complied with except under very exceptional circumstances. It is, therefore, necessary that all forms and envelopes required for the following year are indented for and included in the annual indent.

326. *Revised annual indent form.*—The present revised annual indent form (Outer Genl. 161-e) is to be used with as many inner sheets (Genl. 161-e inner) as are required for the completion of the annual demand. The form of the inner sheet is prepared in sets of three copies. Pen carbon paper should be used in writing for the duplicate and triplicate copies. The triplicate copy should be detached and kept as office copy by the indenting officer. The remaining two copies should be put in the outer cover form (Genl. 161-e) and forwarded to the Manager, Yeravda Prison Press, through the Superintendent, Government Printing and Stationery, Bombay. The duplicate copy is treated as advice note and is to be returned by the indenting officer signed and completed to the Yeravda Prison Press direct in support of the stock of forms received by him.

327. *Registration of indents at the Yeravda Prison Press and allotment of the registered numbers.*—A permanent register is maintained by the Yeravda Prison Press of all indenting officers of Government and those of other bodies financially independent of Government, who obtain their stock of forms and envelopes from that press. The registered number allotted to each officer is communicated to him. This number should, therefore, be quoted on all indents without omission and on further correspondence on the subject.

328. *Full details necessary.*—Certain forms are authorised and printed in outer and inner sheets and some forms are maintained in bound books and loose sheets as shown in the printed catalogue. In such cases, indenting officers should note full details such as outer or inner sheets, loose or bound books, etc., in the remarks column in their indents to avoid an incorrect supply of forms, etc., and consequent correspondence. Bound books are stocked in several sizes. Indenting officers should therefore state in their indent the number of leaves required in each book when the bound books are of more than one size.

329. *Supply of indent forms.*—One outer printed form and the required sets of inner sheets of the annual indent form as also the forms of supplementary indent and advice note (Forms Nos. Gen. 89e and 161A-e) required for the ensuing year should be obtained by the indenting officer along with the supply of the annual indent of the previous year.

330. *Statement of months in which the indents of each department should reach the Press.*—The following is the statement of departments.

showing the months in which the indents should reach the press :—

*April—*

- (1) Secretariat.
- (2) Cantonment authorities, municipalities, local boards, village panchayats and benches, etc.
- (3) Medical.

*June—*

- (1) Public Health.
- (2) All Departments of the Central Government.
- (3) Industries, Information and Labour Office.
- (4) Revenue, Magisterial and Treasury (except offices on the sea-coast).

*August—*

- (1) Excise and Opium (except the Nasik Distillery).
- (2) Agriculture and Veterinary.
- (3) Stationery and Printing.
- (4) Commercial Undertakings.

*October—*

- (1) Revenue, Magisterial and Treasury offices on the sea-coast.
- (2) Jails.
- (3) Registration.
- (4) Police.

*December—*

- (1) Educational and School Boards.
- (2) Public Works Department (except commercial undertakings under the Public Works Department).

*February—*

- (1) Judicial.
- (2) Forests (except commercial undertakings under the Forest Department).

331. *Destandardized forms.*—All destandardized forms are now printed at the Yeravda Prison Press and are included in the printed catalogue. Indenting officers should therefore include their requirements

in their annual indent along with the standard forms (Government Resolution, General Department, No. S. 62, dated 15th March 1935).

332. *Instructions for the indenting officer for the preparation of the indent.*—The following information should invariably be furnished by the indenting officer on the outer cover and the inner sheets of the indent with a view to facilitate work in the press:—

(Page 1 of the Outer cover).

(a) Indent Register number allotted to the indenting officer by the Yeravda Prison Press.

(b) Head of account under which the indenting office is budgetted. Officers who are prepared to pay cash for the forms need not furnish this information. They should state whether they wish to pay the value of the forms in advance as per Government Resolution, General Department, No. 8921, dated 23rd August 1932. In the absence of any instructions in this respect, the supply to these officers will be sent by V. P.

(c) Number and date of the indenting office that will be referred to in the correspondence relating to the indent.

(d) Number of sets of inner sheets used for the indent.

(e) Signature and designation of the indenting officer after completing the certificates 1 to 4 printed above these entries.

(f) Particulars of address to which the consignment is to be sent.

(Inner Sheets).

(g) Serial number of the set of inner sheets. These sets should be serially numbered and the total number of sets used should be stated on the cover (*vide* "d" above).

(h) Indent register number referred to in (a) above.

(i) Name of the indenting officer.

(j) *Heading of column 5.*—The language (other than English) in which the forms are required.

*Note.*—Officers who are prepared to pay cash for the forms asked for, need not fill in columns 2 and 3 of the indent.

333. *Supplementary indents.*—Supplementary indents should be avoided as far as possible; but if it becomes absolutely necessary owing to special reasons, one such indent is admissible in a year (Government Resolution, General Department, No. 927, dated 11th January 1927). Supplementary indents should be preferred on the authorised form (Gen. 89) and forwarded through the controlling officer (Government Resolution, General Department, No. 8, dated 4th January 1909).

*Advice Notes.*

334. *Advice note and its return.*—All supplies made by the press will be accompanied by an advice note. The advice note should be returned to the Yeravda Prison Press duly signed within two weeks from the date of receipt of the forms and envelopes shown therein, as it is required to be produced for audit purposes in support of the supplies made by the press. In default of such return and in the absence of a complaint of non-receipt, etc., after the issue of one reminder from the press, the supply will be presumed to have been correctly received (Government Resolution, General Department, No. 4604, dated the 10th June 1914).

335. *Detaining return of the advice note.*—Each consignment has its own advice note and indenting officers should not, therefore, detain an advice note for part supply waiting for the full compliance of their indents. The items in arrear on the indent are encircled out of the first advice note forwarded to the indenting officer. In cases of complaints of short receipts, such items should not therefore be included.

336. *Discrepancies.*—Discrepancies, if any, should be shown in red ink and duly attested on the advice note. They should form the subject of a separate letter, giving reference to the advice note and date, if any action is necessary. Forms supplied should not be returned until after a reference to the Press.

337. *Samples of forms.*—When a sample of any form is asked for in the advice note for the guidance of the Press, it should be supplied when returning the advice note. If not, the item will be deleted from the indent.

338. *Description of paper used and the class of binding.*—Each class of paper used for the manufacture of the forms and envelopes and the class of binding applicable to the standard forms are distinguished with initial letters for the sake of brevity and all this information in detail is already given in the printed catalogue referred to in paragraph 320. A reference to the catalogue will solve the difficulty.

339. *Transmission of indents to the Yeravda Prison Press.*—All indents received in the office of the Superintendent, Government Printing and Stationery, Bombay, are verified in all respects in accordance with the procedure laid down above and are transmitted to the Yeravda Prison Press for compliance if they are found to be in order.

340. *Return of incomplete indents.*—Incomplete indents are returned to the indenting officer with a forwarding Memo drawing attention to the particular item of objection.

341. *Supply of case boards and straw board pieces.*—Case boards (Gen. No. 139) and straw board pieces,  $2\frac{1}{2}$  lb.,  $9\frac{1}{2}$ "  $\times$   $14\frac{1}{2}$ ", are supplied in quantities sanctioned by Government in the list appended to the

Government Resolution, General Department, No. 763, dated 3rd August 1925, and as modified and sanctioned by Government from time to time. A record of complete and up-to-date list of such altered requirements is maintained by the stationery office and all demands made by officers are checked and regulated in accordance with the details available.

342. *Secretariat slips*.—Secretariat slips are intended for the use of the secretariat departments only. They can, however, be issued to such other officers whose requirements have been specially sanctioned by Government.

343. *Supply of special forms*.—All special forms required by Government departments are printed by the Government Central Press, Bombay, under special orders of Government and are supplied direct.

344. *Stocks in excess and regulation of demand*.—The fact that a model indent shows the maximum quantity of each form that may be supplied by the press, does not mean that that quantity will be supplied as a matter of course. The quantity asked for must be justified by the balance in hand. If the stock on hand and the fresh demand are together in excess of the maximum quantity allowed in the model indent, a satisfactory explanation for the excess must be furnished by the indenting officer through the controlling authority.

345. *Model indents*.—There is no printed form of model indent. The model indents sanctioned by the controlling officers are kept in the office of the Superintendent, Government Printing and Stationery, Bombay, to enable that office to check and scrutinize the fresh demands made by the indenting officers.

346. *Cheque books*.—Cheque books are treated as standard forms and local bodies and Non-Government institutions may obtain them on payment from the Manager, Yeravda Prison Press (Government Memorandum, Finance Department, No. 5102/A, dated 17th April 1928).

347. *Supplies by V. P. P.*—With a view to effect prompt recovery of claims, Government have directed that in all cases where the cost of the supplies is to be recovered in cash, the supplies should be sent by value payable post. Where the consignment does not admit of its being sent by post, the same will be sent by rail or steamer and the railway or steamer receipt shall be sent by V. P. P. Cost of supplies made to institutions in Poona shall be recovered on delivery.

348. *Economy slips*.—With a view to economy in the use of envelopes, economy slips (Gen. 162 and 163) should be used by officers of Government as prescribed (Government Resolution, General Department, No. 1185, dated 30th March 1922).

349. *Desk Diaries*.—Desk diaries are printed annually at the Yeravda Prison Press and supplied on indents from Government officers only.

350. *Indents for desk diaries.*—Indents for desk diaries should be sent to the Manager, Yeravda Prison Press, annually by the officers in charge of the district administration before 1st of September for the supply of desk diaries for the following year. The district indents shall cover the requirements of the offices subordinate to the district administrations. Diaries are printed in a number only sufficient to cover the demand of the requisitions received within the time specified.

351. *Desk diaries for officers of Central Government.*—Desk diaries are supplied to the officers of the Central Government by V. P. P.

352. *Supply of desk diaries to private bodies.*—Desk diaries shall not be supplied to bodies financially independent of Government or private persons even on payment. (Government Letter, General Department, No. 4140/500C, dated 11th February 1927, to the Superintendent, Government Printing and Stationery, Bombay.)

353. *Quality and scale of supply.*—Only paper-bound diaries are manufactured by the Yeravda Prison Press. Desk diaries shall be supplied to officers of Government in accordance with the scale laid down in Government Resolution, General Department, No. 447, dated 22nd June 1923, modified by subsequent orders from time to time as under :—

“One diary only is supplied for use of each head of office and gazetted officers. One diary is allowed to each non-gazetted officer whose maximum pay is Rs. 200 per mensem or over. A small office of three or four clerks is allowed a paper bound diary in addition to the copy of the head of that office. In large offices, one paper bound diary is allowed for each of the different branches or sections.”

Economy in the use of Stationery. Compilation covers, file boards and case boards.

Government Circular, General Department, No. 3303/33, dated 23rd May 1940.

In Government Circular, General Department, No. 3303/33, dated the 28th June 1939, orders were issued regarding economy in the use of stationery articles. It has now been reported to Government that prices of straw boards and Manilla boards have gone up and that it is likely that sufficient quantities of these articles will not be obtained at even a higher rate, if the situation created by the war continues. It is necessary, therefore, that strict economy should be exercised in respect of those items of stationery which require the use of the above articles for their manufacture. All departments of the Secretariat and the heads of offices under them are accordingly requested to exercise the strictest economy possible by going through their annual indents very carefully and reducing to the minimum their requirements for (1) compilation

covers (standard form No. Genl. 104) and (2) file boards (standard form No. Genl. 159). In this connection the following measures or such other steps as may be deemed necessary should be taken :—

(i) At present it is the tendency in Government offices to open a large number of files every year. It is suggested that the old files should continue to be used for a number of years until there are sufficient papers in them.

(ii) After a limited period all the old files should be gone through and the records destroyed if permissible and the file boards of old records should be used for opening new files.

2. The annual demand for case board (standard form No. Genl. 139) should also be scrutinised and reduced wherever possible.